

Minot Consolidated School

23 Shaw Hill Road
Minot, ME 04258

Telephone:
(207) 346-6471

Fax:
(207) 345-9535



Office Hours:
8:00 – 4:00

School Hours:
8:30 – 3:15

Parent and Student Handbook 2018-2019

District Web Address: www.rsu16.org

MCS Web Address: <http://www.rsu16.org/Minot/minot.html>

Staff Email Address Found at: http://www.rsu16.org/Minot/MCS_Contacts.html

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23 Shaw Hill Road, Minot, ME 04258

Kaitlynn Brown
Principal



Susan Hussey
Administrative Assistant

Main Office: (207) 346-6471

Fax: (207) 345-9535

Dear Parents,

Welcome to the new school year to all of our new and returning families. The Minot Consolidated School staff is looking forward to an exciting year working with your child. We are committed to providing your child with quality educational experiences.

This handbook has been prepared to provide parents and students with important information about Minot Consolidated School. It contains procedures for student arrival, reporting absences, as well as information about school policies.

Because we believe that ongoing communication between home and school is essential to a student's academic success, you will also receive frequent information and flyers to keep you informed about what is happening at school. Be sure to carefully read all the notices your children bring home. You can also follow us on our Minot Consolidated School Facebook page.

Children need to know that their parents value school, so we invite you to participate in school activities such as Minot Community Club, parent conferences, and special events that take place at school. You are encouraged to become actively involved in your child's education through providing your child with homework support and maintaining regular contact with school staff. You might even consider becoming a parent volunteer. Please see the section in the handbook about volunteers and contact your child's teacher if you are interested in considering this possibility. Being involved in school activities is one of the best ways to see what and how your child is learning.

Should you have any questions regarding the information in this handbook, you can reach me at (207) 346-6471 or at kbrown@rsu16.org.

Sincerely,

Kaitlynn Brown

Kaitlynn Brown

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MINOT CONSOLIDATED SCHOOL

HOME OF THE MINOT MUSTANGS:

Minot Consolidated School has a student population of approximately 260 students. At MCS we are safe, respectful, and responsible. We are proud to be Minot Mustangs!

MISSION STATEMENTS:

At Minot Consolidated School we have a set of mission statements. These serve as reminders to all students and staff about the habits that guide our daily interactions with each other and personal work.

Today, I will be safe, respectful, and responsible.

I will be safe by:

Taking care of myself, others, and our school

I will be respectful by:

Treating others as I want to be treated

and by

Doing the right thing even when no one is looking

I will be responsible by:

Doing my best and being my best

and

Learning something new everyday

Today, I will be a team player and will make kind choices to prepare myself for the future.

MCS VISION:

In five years we envision a community that takes pride in Minot Consolidated School. Parents, students, and staff members will feel welcomed at MCS and will be invited to contribute and collaborate on school committees. There will be a strong sense that all members of the school community are equally valued and will have a voice in creating a positive school culture. All students are our students.

We envision students leaving Minot Consolidated School having been provided with the knowledge and skills necessary to be successful at the next levels of education. In addition to a strong academic education, students will be well-rounded with the social-emotional skills needed to persevere in an ever changing world. Students will be encouraged to develop a growth mindset and character traits such as confidence, empathy for others, tolerance, and kindness. Our students will leave our school with a strong foundation and a love for life and learning.

In five years we envision each staff member contributing to a positive school culture. We will value and respect students and one another by demonstrating patience, empathy for others, tolerance, and kindness. Active participation in professional development will be expected with the goal of increasing skills to support students academically, emotionally, and behaviorally. We will have a strong student focus using best instructional practices driven by student data. Staff members will be collaborative and reflective practitioners and model a growth mindset.

8:30- Arrival
3:15-Dismissal
(2:15 on Early
Release
Wednesdays)
We want you at
school... Healthy,
Everyday, All Day!!!

ARRIVAL AT SCHOOL:

1. All students should arrive at school no earlier than 8:30 AM. Direct supervision is not available for early arrivals. Please contact Mrs. Brown if you have extenuating circumstances.
2. Any tardy students must sign in at the office. Students are considered tardy after 8:40.

Note: In order to maintain the safety and routines for all students, when dropping students off at school, we ask that parents/visitors remain in the waiting area unless they have previously made arrangements with the teacher to visit or volunteer within the classroom. Individuals who have made previous arrangements

with a teacher will sign into the school, and check in with the office staff. Staff will then notify the teacher, and the individual will be issued a visitor badge. (Please see the Visitors/Volunteers section for additional information and requirements.) The visitor will remain in the waiting area until notified by the teacher or office staff. The waiting area is the space in the front hallway up to the office door. Please do not go past the office door.

ASBESTOS MANAGEMENT PLAN:

Minot Consolidated School has been inspected for the presence of Asbestos-Containing Materials (ACBMN's). The school also maintains records of all asbestos re-inspections, surveillance activities and response actions. These records are available for inspection at the Minot Consolidated School and the Superintendent of Schools office.

ATTENDANCE:

- When students are absent we ask that parents call the school at 346-6471 to report the absence.
- Any student who is absent due to a communicable disease must bring a note from a doctor or health officer stating it is appropriate to return to school.
- Students are responsible for getting and making up missed work.

Please help to ensure your child's success by doing your best to limit their absences.

Please make every effort to see that your child arrives on time and remains at school for the entire day. Continued absences, late arrivals or early dismissals will affect a student's academic progress. Parents/Guardians are asked to call the office between 7:30 and 9:30 if a child will be absent. Students arriving after 8:40 are considered tardy, and must check in at the office. State law governs school attendance (absences, tardiness, dismissals).

Excused absences include (Title 20-A Section 5001-A):

- Personal illness
- Appointments with health professionals that cannot be made outside of the regular school day
- Observance of recognized religious holidays when the observance is required during a regular school day
- Emergency family situations
- Planned absences for personal or educational purposes that have been approved in advance by the principal

We encourage your cooperation in making sure that your child is at school everyday unless he/she is not well. It is the policy that after absences of seven days or five consecutive absence, parents are contacted. Parents or guardians will be requested to meet with school personnel to develop a plan to improve attendance. Students who are at least 7 years old and have not yet completed 6th grade, are considered habitually **truant** with 7 full days of unexcused absences or 5 consecutive days of unexcused absences. Students of any age/grade are considered **chronically absent** when they have missed 10% or more of the school year regardless of whether or not the absences are considered excused or unexcused.

BULLYING IN SCHOOLS:

RSU#16 School Board and all schools in #RSU16 have a significant interest in providing all students with an equitable opportunity to learn in a safe, orderly and respectful school environment that is conducive to teaching and learning. All forms of bullying are strictly prohibited and will be addressed following a thorough investigation. Bullying is detrimental to the school environment and student learning, achievement and well-being. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior.

The following behaviors are prohibited:

1. Bullying
2. Cyberbullying
3. Harassment and Sexual Harassment (as defined in board policy ACAA)
4. Retaliation against those reporting such defined behaviors
5. Knowing and false accusations of bullying behavior

Any person who engages in any of these prohibited behaviors that constitute bullying shall be subject to consequences.

“Bullying” includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - (a) Physically harming a student or damaging a student's property.
 - (b) Placing a student in reasonable fear of physical harm or damage to the student's property;
- (2) Interferes with the rights of a student by:
 - (a) Creating an intimidating or hostile educational environment for the student.
 - (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school.
- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics.

Below are some terms that may help parents to identify if children are having conflicts with peers, displaying mean behavior, or are displaying bullying behavior.

Peer Conflict: Conflict between and among peers is a natural part of growing up. Children will have times when they disagree and can't solve their own problems. They may even become so frustrated that they say mean things or act out physically by hitting, kicking or trying to hurt. If it's peer conflict you will be aware that these children:

- usually choose to play or hang out together
- have equal power (similar age, size, social status, etc.)
- are equally upset
- are both interested in the outcome
- will be able to work things out with adult help (after calming down)

Mean Behavior: Children may try out behavior to assert themselves – sometimes saying or doing mean things – such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or “budging” in line. If it is mean behavior, usually:

- it is not planned and seems to happen spontaneously or by chance
- it may be aimed at any child nearby;
- the child being mean may feel badly when an adult points out the harm they've caused

Bullying Behavior: Bullying is serious behavior that has three key features – all three must be present for the situation to be considered bullying:

- Power imbalance -- One child clearly has power over the other(s), which may be due to age, size, social status, and so on.
- Intention to harm -- The purpose of the bullying behavior is to harm or hurt other(s) – it's intended to be mean and is clearly not accidental.
- Repeated over time -- bullying behavior continues over time, and gets worse with repetition. There is a real or implied threat that the behavior will not stop, and in fact will become even more serious.

CAFETERIA:

Students are expected to be safe, respectful and responsible while in the cafeteria. There are cafeteria expectations that are reviewed with students at the beginning of the year. Arriving in the cafeteria, eating and clean up, and dismissal procedures are posted in the cafeteria.

In order to be safe, respectful and responsible:

Be Safe	Be Respectful Voice Level 1-2	Be Responsible
<ul style="list-style-type: none"> • Walk • Eat your own food • Wait in line quietly • Seat to seat until dismissed • Report spills • Listen for directions 	<ul style="list-style-type: none"> • Use good manners • Welcome classmates to table • Wait patiently • Keep conversations at your own table 	<ul style="list-style-type: none"> • Take the lunch you ordered • Stop at salad bar before being seated • Sit eight to a side • Raise hand for help • Clean up your space • Follow recycling rules

CELL PHONE USAGE:

RSU #16 policy states that students are prohibited from using privately-owned, personal electronic devices including, but not limited to cell phones, "smart phones," electronic devices, MP3 players, handheld computers/PDAs, and electronic games at school or at school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose. School administrators may designate appropriate times and places during which electronic devices and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities). RSU 16 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation.

If children bring cell phones to school, the phones should remain stored away for the length of the school day. Students should not be using cell phones while at school. Please review these expectations with your child if they bring a cell phone to school.

The full policy can be found at:

<http://www.rsu16.org/schoolboard/SchoolBoardPolicies/RSU16Policies/JICJ-studentphones.pdf>

CHILD ABUSE REPORTING:

When a teacher or other school official knows or has reasonable cause to suspect that a child has been subjected to conditions or circumstances which could reasonably result in abuse or neglect, he/she is legally obligated to report it to the principal or designee. The staff member with first hand knowledge of the suspected abuse must report it to the Department of Human Services for investigation. Reports must be made promptly by telephone and in writing to the superintendent within 48 hours. Such reports include: Name and address of the child, and parents or guardians; the child's age, and gender; the nature and extent of the child's physical or emotional injuries; a description of any sexual abuse or neglect, including any evidence of previous injuries, sexual abuse or neglect to the child or siblings, family composition; the source of the report, the person making the report, his/her occupation and where he/she can be contacted; and the actions taken by the reporting source.

Any teacher or other school official who, in good faith, participates in the making of a report under this policy or in a judicial proceeding resulting therefore shall be immune from any liability, civil or criminal, that otherwise might result by reason of such actions.

CLASSROOM:

All students are expected to contribute to a healthy and productive learning environment by showing safe, respectful and responsible behavior, and follow classroom expectations. Each year, staff members post, teach, and model the classroom expectations and procedures as part of our PBIS system. Staff members review and reteach these expectations throughout the year as needed and acknowledge students when they are following the expectations within the classroom.

COMMUNITY CLUB:

We are tremendously proud and appreciative of our active Community Club. This organization has significantly impacted the MCS community with their contributions and support for our students. The Community Club sponsors fundraising events and uses the funds to provide ongoing enrichment activities throughout the year. Meetings are usually held the first Tuesday of each month at 7:00 PM. We welcome and encourage participation in the Community Club at any time.

CRISIS PLAN:

In the event of an emergency an administrator or their designee will make the verbal directive for the action plan. Administrators and staff are trained yearly on the crisis plan. Students are also trained in how to respond to an emergency drill. We conduct various drills throughout the school year including Fire Drills, Lockdown Drills, and Clear the Hall Drills.

DISCIPLINE PROCEDURES:

Disciplinary interventions will depend upon the seriousness of the violation and the student's prior disciplinary record. To the degree possible, interventions will always be logical, serve to maintain and restore student dignity and consider the needs of the entire learning community.

The classroom teacher and/or supervising staff will address minor behavioral infractions with students using correction procedures. This will involve providing individualized social and behavioral instruction and agreeing on a plan designed to improve student behavior. At times, some assigned tasks may be necessary and parents will need to be called.

The principal will address major and/or repeated behaviors that significantly interfere with the rights of every Minot Community School member and will call parents when this occurs. The principal will have the discretion to tailor interventions to the facts and circumstances of the particular case as well as relevant information gathered in conversation with the classroom teacher. Behavior that also violates the law may be referred to law enforcement authorities.

In order to ensure an environment where the focus remains on students being engaged in constructive learning and interactions with others, teachers will establish classroom rules consistent with the Values and Mission Statements above.

DRESS CODE:

Dress codes promote a school atmosphere, which emphasizes academics and focuses less on wardrobes. As opposed to uniforms, dress codes still allow students to wear what they want, which leaves students with a sense of choice and expression.

The responsibility for appropriate dress and appearance of students while at school rests with students and their parents/guardians. Student's attire shall not distract others or interfere with

the safety, order and effectiveness of the school or classroom. Examples of unacceptable attire at school include, but are not limited to clothing that:

- promotes alcohol, tobacco or other drugs or
- contains a message that is offensive or disrespectful of others
- presents a safety concern, such as shoes with wheels in the soles, high heels or large chains on clothing or worn around the neck
- exposes stomachs or undergarments

Students wearing unacceptable attire will be reminded and given an opportunity to change into acceptable attire. Parents will be contacted if there is an ongoing issue with appropriate attire. Teachers are expected to address concerns with student dress and help the student get an appropriate change of clothing. Final determination for appropriate dress is at the discretion of the school's administrators.

DISMISSAL/LEAVING SCHOOL:

1. All changes in bus routines must be made in advance with notification to the main office.
2. Any student who is dismissed during the school day must report to their homeroom teacher and the office before leaving.
3. A student will not be allowed to leave school property with anyone other than his/her parent or guardian without written or verbal permission from the student's parent or guardian.
4. No student will be dismissed until the parent/guardian signs the student out on the office dismissal form.
5. Students who have rides with parents will be dismissed before the buses leave. (See note below.)
6. Walkers will be dismissed after the buses leave.

Note: In the afternoon, those who are picking up children will be asked to wait to enter the building until at least 3:05. The gym is in use until this time, which requires students to move through the hallway in the lobby area and in front of the office. Once students have passed, the doors to the main hallway will be closed, the front entry doors will be opened, and those who are picking up students will enter into the entryway/lobby area. The sign out sheets will be located in the entryway/lobby area instead of outside the main office. The rest of the dismissal process will remain the same in that Mrs. Hussey will collect the dismissal sheets, read the names of students being dismissed over the intercom, and students will walk down to the office area. Mrs. Hussey will then dismiss students into the entryway/lobby area to meet their parents. We do ask that children stay out of the gym area during this time.

The intercom to the office from the entryway can still be used to communicate with the office during this time. If you need to have your child dismissed prior to the 3:15 dismissal time for an appointment, please use the intercom in the entryway to notify the office staff.

When picking up students we ask that parents sign children out and remain in the entryway/lobby area. Parents who have a previously scheduled meeting with a teacher will check in with the office staff. This can be done by using the intercom to the office from the entryway or in person when Mrs. Hussey gathers the dismissal sheets. Office Staff will notify the teacher and the parent will be issued a visitor badge. The parent will remain in the

entryway/lobby area until notified by the teacher or office staff. This process has only changed in that the visitor will make use of the intercom to communicate with the office.

GaTE (Gifted and Talented Education):

The GaTE program, while focusing on the gifted and talented student, is committed to providing enriching educational experiences to all students.

The goals of the program are:

- To provide educational experiences and services appropriate to the learner's individual academic, intellectual, social, emotional, creative, and motivational potential.
- To develop advanced and abstract understanding of knowledge beyond regular course and grade level expectations.
- To develop skills of critical thinking, creativity, problem solving, logic, and application of concepts while enhancing the gifted student's quest for knowledge.
- To develop in each gifted student an awareness, acceptance, and positive self-image in regard to their giftedness.
- Where possible, to integrate the gifted and talented program into the regular education curriculum.
- To provide information and resources to parents, teachers, and students about the special needs of gifted students. In the scope of this document, the term "parent" will be used to mean parent or legal guardian.
- To implement an annual screening and identification process that is thorough and equitable. Students will be reassessed at grades 6 and 8.
- To provide opportunities for academic accomplishments beyond the regular educational setting.
- To provide enrichment opportunities, resources, and services throughout the school community.

HARASSMENT FREE ENVIRONMENT:

Students and adults have the right to perform in an atmosphere which is free of intimidation, ridicule, hostility, physical, sexual and verbal abuse, and offensiveness. The RSU #16 policy, and the state and federal laws prohibit harassment of students and adults by students or adults based on race, color, sex, religion, culture, national origin or disability.

Examples of prohibited harassment are:

- 1) unwelcome sexual advances, gestures, comments, or context;
- 2) threats;
- 3) offensive jokes;
- 4) ridicule, slurs, derogatory action or remarks.

Everyone should be advised of the importance of informing the person involved in this type of activity that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the person who has been harassing him/her, the student is encouraged to inform a teacher, the principal or the Affirmative Action/EEO officer as soon as possible. The Affirmative Action/EEO officer will advise the reporting student of his/her options. The RSU #16 Affirmative Action Plan, outlining these options, will be made available at the office upon request.

INTERNET ACCEPTABLE USE POLICY

The Internet is a powerful and effective tool for learning. The Internet at Minot Consolidated School will be used as a resource for improving, extending and enriching teaching and learning. The privilege to access the Internet may be cancelled or restricted by school officials, if the user has made inappropriate use of the Internet. In order to gain access to the Internet, each student and parent must sign a Use Agreement.

LIBRARY:

Students are expected to return all books they have out on loan before they will be allowed to take out other books. Notices regarding overdue books are sent to the homeroom teachers to be passed on to the students. If a library book is lost or damaged beyond repair, the students will be asked to pay the replacement cost. Students will not be allowed to take out other books until the books are returned or paid for.

LOCKER SEARCHES:

Student lockers may be searched to ensure that there are no inappropriate objects, weapons or drugs in the school. In the event that there is reason to suspect that anything illegal or stolen might be found in the lockers, they will be searched without notice. Valuable items or money should not be kept in lockers.

LUNCH/BREAKFAST POLICY:

Regular lunch is \$2.50; reduced lunch is \$0.40, and snack and extra lunch milk \$0.50. Student breakfast is \$1.25 and reduced breakfast is free.

Lunch (including milk) and breakfast are available to any student wishing to purchase meals at school. Milk is also available to purchase for snack time. Lunch, breakfast, and milk can be purchased daily, weekly, monthly or for the year. Payment may be made by credit card through Infinite Campus or by cash or check at the school office.

MCS supports a school lunch/breakfast program for all students. Free and reduced lunch/breakfast is available to those students who qualify. Please fill out the free and reduced application if you think you might qualify. You do not have to participate in the program, however, if your children are eligible for free or reduced meals, federal money is available to the school to support the general lunch and breakfast program.

MEDICATION:

It is the policy of RSU 16 that only essential medications are administered to students at school. Whenever possible, medications should be scheduled to allow a student to receive all prescribed doses at home. If you request a second container from your pharmacy, they will provide one at no cost to you. Parents/ guardians **as well as your child's physician** are required to complete a medication permission form. This procedure applies to both prescription and over the counter drugs. Due to possible adverse reactions, the first dose of any medication should be given at home at least 12 hours prior to the child coming to school.

If it is necessary for your child to take medication during the school day, please be advised that the school board policy* outlines limitations in this matter:

1. Students may not self medicate* or provide medications to other students.
2. No **over-the-counter-medication** is allowed at school unless brought to school and administered by the parent/guardian.
3. **ALL PRESCRIPTION MEDICATION MUST BE BROUGHT IN BY THE PARENT/GUARDIAN IN THE ORIGINAL CONTAINER (OR IT WILL NOT BE ADMINISTERED).**

The following information must be on the container:

- a) The name of the child
 - b) Name of the medication
 - c) When the medicine is to be administered
 - d) Number of days to be taken
4. All prescription medication must be kept in the nurse's office. Please understand it is the child's responsibility to remember to come to the nurse's office to take the medication. A log of students taking medicine will be kept.
5. The parent/guardian as well as **the child's physician** will complete a permission form.
6. If your child needs cough drops, please send a note to the teacher giving permission for your child to take them.

Over the counter medications not listed on the Standing Orders list will be treated as medications needing labeled containers, medication form completed (by the parent/guardian and physician), and brought in by an adult.

* A copy of the policy and appropriate forms are available in the nurse's office.

* Exceptions stated in the policy.

PARENT COMMUNICATION:

We encourage parents to stay in close contact with their child's teacher(s). If a question, or concern arises, parents should first discuss the matter with the teacher. If the matter is not resolved satisfactorily, parents should contact the principal. If it is still not satisfactorily resolved, parents are asked to contact the Superintendent of Schools.

PARENT RIGHT TO REQUEST QUALIFICATIONS OF STUDENT'S TEACHERS:

All teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a teacher who does not meet the new federal definition of "Highly Qualified" teaches a child for four consecutive weeks. Parents have the right to request information on the quality of their child's teacher.

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment. Parents have the right to request information on the qualifications of their child's teacher.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers have college degrees and

many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to ensure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of “Highly Qualified”. Those who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test.

Additional information on the NCLB Act, as well as on the qualifications of your child’s teacher is available on request. Please contact the Assistant Superintendent (207) 998-2727 ext. 104 if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

PHYSICAL EDUCATION:

The Physical Education Program is movement centered, knowledge based and focused on student needs. Through full time physical education, children learn skills essential for psychomotor, affective and cognitive development. The program is designed to help students develop self-concept and good attitude toward physical activity and recognize the importance of physical activity in a healthy, productive lifestyle. Specifically, students in grades K-3 will work on developing their psychomotor skills through various games and activities as well as creating a high level of fitness. Grades 4-6 will use skills learned in previous grades and apply them to cooperative and team sport activities. They will also work throughout the year on improving their level of fitness with exercises done during every physical education class. Students are evaluated on a regular basis in the following areas: skill, knowledge, improvement, participation and sportsmanship. Students are expected to wear sneakers during physical education.

PLAYGROUND – General Procedures:

The MCS playground is used daily for each grade level at recess time when weather permits. Active supervision is provided by at least two adults. The purpose of an outdoor recess is to provide children with an opportunity to play games, socialize with friends and have a fun outlet for energy.

In order to be safe, respectful and responsible students are expected to:

<u>Safe</u>	<u>Respectful</u>	<u>Responsible</u>
<ul style="list-style-type: none"> ● Stay in Boundaries (in sight of teacher) ● Walk on structure ● Nature stays on the ground at all times. ● Be in control of your body ● Use equipment as intended ● Report unsafe situations to an adult 	<ul style="list-style-type: none"> ● Encourage each other and be a good sport ● Sit on the bench when using the table ● When someone is harmed, take steps to repair the situation ● Take turns and share equipment ● Be kind when someone is trying to join in play 	<ul style="list-style-type: none"> ● Take good care of structure ● When you finish using playground equipment, return it to the proper place inside the shed ● Follow adult directions ● Stop playing and line up immediately at the end of the of your recess time ● Dress appropriately for the weather ● Keep the outside clean ● Be a problem solver ● Enter the building following Hallway Expectations (Voice Level 0-1)

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS:

PBIS stands for Positive Behavioral Interventions and Supports. Students are taught lessons on the expectations and procedures for all of the school-wide areas. Minot Consolidated School has a school-wide acknowledgement system... the Cowboy Coupon! Students earn Cowboy Coupons by showing they are safe, respectful, and responsible in the common areas within the school. Students earn a school-wide reward for reaching goals of collecting a specific amount of coupons. If you ask students, they should be able to tell you our school-wide rules are to be safe, respectful, and responsible!

Minot Consolidated School has a PBIS team that is made up of classroom teachers, an education technician, school counselor, administrator, and a parent representative. In addition to planning the implementation of PBIS, the PBIS Team looks at data collected from the Office Discipline Referral Forms (ODRs) to look for patterns in time of day, location, or behavior that is being reported in order to identify where improvements need to be made and more supports for students need to be provided.

PBIS Team Purpose Statement

Minot Consolidated School is built on a set of common values; be safe, be respectful, and be responsible. The implementation of Positive Behavior Interventions & Supports (PBIS) will create and sustain a positive learning environment where all students can succeed academically, socially, and emotionally. Using the PBIS approach, we will proactively teach, model, and acknowledge behaviors that will support a positive school culture.

Outcomes

- Improve and strengthen social relationships
- Boost positive school wide climate
- Reduce discipline referrals
- Increase academic time
- Target individual needs
- Implement consistent school wide expectations
- Use data to drive instruction

PROGRAM PLACEMENT:

During the placement process in the spring, teachers work together in an effort to combine children into a learning community. Using the input of classroom teachers and other professionals within the building, we create balanced classroom communities. Research tells us that well balanced groups show the greatest academic and social growth when all other factors are the same. We consider each student's academic strengths and challenges, emotional needs, and behavioral tendencies when creating the class lists in order to ensure that every classroom is balanced. Once these community lists are created, a teacher will be assigned to the groups. Based on the previously mentioned placement process, individual teacher requests will not be accepted.

RESPONSE TO INTERVENTION (RTI):

The Minot Consolidated School RTI team exists to help students become more successful learners. The RTI team includes the RTI Coordinator, Principal, Teachers, and others as appropriate. Team members collaborate to develop action plans to support academic,

behavioral, and/or attendance needs of individual students. Action plans build on the strengths of the student on a case-by-case basis after students are identified and referred as being in need of such interventions. Students are closely monitored to determine next steps throughout the process.

RULES FOR STUDENTS TRANSPORTED IN SCHOOL BUSES

All students must be ready in the morning at the usual time for the bus to pick them up at their home or at the "School Bus Stop." The bus cannot wait for those who are tardy.

	Bus (Voice Level 0-2)
Safe	Stay seated, Keep aisles clear, Be in control of your body, Keep backpacks on your lap
Respectful	Use kind words, Talk with people in your row
Responsible	Follow bus driver’s routines, Leave no trace- Carry on/Carry off

SCHOOL COUNSELOR:

The Minot Consolidated School comprehensive school counseling program strives to support all students’ growth in academic, career, and personal/social domains through their school years. In collaboration with other school professionals, parents, and community stakeholders, our program advocates for, and aims to empower all students to lead intentional, engaged lives that value learning, thinking of others, and bettering the world in which they live. The program is delivered to students through whole class presentations, group discussions, and individual sessions to help remove barriers to learning and address issues that may affect the well-being of every student, both in and out of the school environment.

To learn more about the role of a school counselor visit the website below to view the American School Counselor Association Ethical Standards for School Counseling.

<https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>

SECTION 504/ADA PROCESS:

Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need special education services or 504 accommodations, or if you would like additional information, please contact your child’s teacher, or call the District’s Special Education Director/504 Coordinator Holly Day, at 998-2727 Ext. #110.

SMOKING:

The School Board recognizes the harmful effects of tobacco. Smoking is not permitted in the building or anywhere on the premises.

SPECIAL EDUCATION:

It is the responsibility of RSU #16 to identify all children within its jurisdiction who may be students with disabilities. Referrals for special education may be made by school personnel, parents and representatives of state agencies that have students placed in their custody or care. Parent referrals shall be in writing, stating the reason(s) for referral and be submitted to the Principal. All referrals will be forwarded to the Special Education Director and team leader.

SPECIAL EDUCATION REFERRAL PROCESS:

RSU #16 has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or any child attending the public schools who may require Section 504 accommodations or services.

Children eligible for special education include those children with disabilities who have autism, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, acquired brain injury, visual impairment, or developmental delay and who, because of such an impairment, need special education services.

Students suspected of having a disability that requires special education will be referred to the IEP Team for an evaluation in all suspected areas of disability. Parents, professional school staff and/or other individuals or agency representatives with knowledge of the child, may make referrals of students to the IEP Team. Parent permission is required to proceed with the IEP referral process.

STUDENT CHEMICAL HEALTH POLICY:

The possession, use, and/or being under the influence of controlled or illegal substances, including but not limited to drugs, alcohol, inhalants, and tobacco is prohibited on school property and during events under the jurisdiction of the school (field trips, athletic events, and any activity on the school property or school sponsored events).

Consequences include, but not limited to, the following:

- a) notifying parents
- b) notifying administration, and School Board
- c) notifying local police
- d) notifying the Department of Human Services
- e) suspension from school
- f) counseling and assessment

STUDENT IMAGE & PERFORMANCE RELEASE FORM:

At the start of each school year an Image & Performance Release Form is sent home. Parents who do not wish to have their child's photograph, or any excerpts of performances on film or tape, for the purpose of public relations and/or educational activities, should notify the office in writing.

STUDENT PLANNERS/WEDNESDAY FOLDERS:

Planners are provided for students and are a great way to maintain communication between school and home. Please be sure to check your child's planner regularly. Additionally, each student receives a folder that will come home with them each week on Wednesday with any important notices or papers that parents will need to receive. Please be sure to check your child's folder every Wednesday evening and send it back to school with them Thursday morning.

STUDENT RECORDS POLICY:

Parental Annual Notice- Student Records- Pupil records are collected and maintained to promote the instruction, guidance and educational progress of the pupil and for legitimate educational research.

Parents or eligible students (age 18 or older) are entitled to certain rights and protections under the Family Educational Rights and Privacy Act. A complete copy of RSU #16 student record policy may be obtained by contacting the building principal. However, the following items outline your rights.

The parent or legal guardian has the right to:

1. Inspect and review the student's educational record
2. Request the amendment of the student's educational record
3. Consent to disclosure of personally identifiable information contained in the student's education record, except to the extent allowed in accordance with 34 CFR, Section 99
4. File a complaint with the U.S. Department of Education
5. Obtain a copy of RSU #16 student records policy by contacting the building principal

The three types of student records maintained by the school include:

- A. Academic information such as grades, progress reports, student work samples, achievement test data, etc.
- B. Statistical information including aptitude scores, mental ability, permanent school health records, etc.
- C. Directory information on students such as names, ages, addresses, telephone number, grade, field of study, participation in officially recognized activities and sports and awards received.

All directory information may be made public without notice, unless the school is notified in writing by July 1 for the upcoming school year, or within 30 days after enrollment, whichever is later, that such information is to be withheld. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

RSU #16 forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

STUDENT RIGHTS:

Education is an essential right, which permits each student to receive quality instruction and to develop social skills necessary to care for themselves and to work successfully and cooperatively with others. Education's ultimate objective is the improvement of a person's

quality of life. Education is a human right, which is accessible to everyone, without any discrimination. All children must be able to go to school, and thereby benefit from the same opportunities to build a bright future.

STUDY HABITS AND HOMEWORK:

Students are encouraged to develop good study habits. When homework is assigned, parents are urged to provide a quiet opportunity for students to practice their learning. Work not completed at school may need to be done at home. Homework is a study skill and activity leading to independence and responsibility in the learning process, which will foster a goal of lifelong learning. Homework may require a variety of activities: writing, reading selections, studying, practicing skills, or creating projects, which integrate several skills and concepts. Though younger students would have homework less often, students in grades four through six can be assigned homework daily and over the weekends.

TECHNOLOGY/INTERNET ACCEPTABLE USE:

RSU16 has a K-12 Digital Citizenship Curriculum that can be accessed from the RSU16 website.

Students at Minot Consolidated School may have access to computers and will use the Internet for educational purposes. Only those students who have returned an Internet Use Permission Slip will be allowed to use the Internet. Any student found mistreating technology equipment or using technology for non-educational purposes will be subject to disciplinary action.

TEXTBOOKS:

Students are responsible for textbooks and other learning materials assigned to them. It is important that these textbooks remain in good condition. Each student will assume responsibility for any damage or wear beyond the normal amount. A fee will be assessed for lost or damaged textbooks or other learning materials.

TITLE 1A:

Title 1A is a federally funded program under the Improving America's Schools Act. The program is intended to provide children in grades K-6 with support in reading and/or math. Children are selected on the basis of test scores and teacher/parent recommendations. The Title 1A Educational technicians work under the direction of the classroom teacher to reinforce skills and provide practice. Students receive Title 1A support individually or in small groups. Parental input is an important part of the Title 1A program. Parents will be notified if their child has been selected to receive Title 1A supports. Contact your child's teacher for specific goals and more information about Title 1A.

VISITORS/VOLUNTEERS:

Parents and community participation in our school is a valuable resource. Please check in at the office to receive the volunteer form. For safety reasons, a state conducted background check must be completed before one is allowed to volunteer. Visitor and/or volunteer badges must be worn at all times. Listening to children read or reading to them, makes students feel

very special and motivates them to learn more and faster. Making copies, creating bulletin boards, helping on special day activities, or chaperoning on field trips are a few ways parents could volunteer.

PEST MANAGEMENT:

RSU 16 is required by law to notify school staff and the parents/guardians of students that the school district has an integrated pest management policy and that if pesticides are applied in school buildings or on school grounds, notice will be given to staff and students in accordance with State regulations. The Integrated Pest Management Policy can be found on the RSU 16 website in the "Policies" Section and is also available upon request. Notice of a pesticide treatment will be given 5 days in advance, and if posting is required, signs will be posted 2 days in advance and remain for 48 hours after the treatment.

SCHOOL CLOSINGS

An automated telephone announcement will normally notify parents in the event of a school cancellation or emergency dismissal. Please be sure that the school office has your current home number. Also, school cancellations at MCS will be announced on the following radio and television stations:

NEWS RADIO 1470 AM
NEWS RADIO 87 AM
NEWS RADIO 106.7 FM
WTHH 107.5 FM
THE WOLF 99.9 FM
WBLM 102.9 FM
WPOR 101.9 FM
WMGX 560 AM
WYNZ 100.9 FM
WBLM 102.9
WABT TV5
WMTW CHANNEL 8 TV
WCSH CHANNEL 6 TV
WGME CHANNEL 13 TV

Additionally, early emergency dismissals and late arrivals may occasionally occur.